

# BOMB THREAT PROCEDURES

## COAST TRANSIT AUTHORITY

October 15, 2001

Approved by: C.T.A. BOARD OF COMMISSIONERS 1-16-02

## FORWORD

Bombing and the threat of being bombed are harsh realities in today's world. Law enforcement agencies are charged with providing protection for life and property, but law enforcement alone cannot be held responsible. Every individual person must do his/her part to ensure a safe environment.

If there is one point that cannot be overemphasized it is the value of being prepared, not allowing a bomb incident to catch you by surprise. Developing a bomb incident plan in our fire/life/safety program can greatly reduce the potential for personal injury.

## AWARENESS

Prevention is the focus of this section. Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like a stereotype bomb is almost nonexistent. The only common denominator is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of and resources available to the bomber. An effective and deadly device can be constructed from common kitchen chemicals if one knows the correct formula.

Be aware of your immediate area regarding the common things you see every day. Whether you work in the office or shop area you see different items every day that belong in a specific location. The best time to notice something out of place is when you first arrive in the morning. Give yourself just a few moments to look around your immediate work area. Is everything in its place? Is there any unusual thing there that was not there yesterday? No matter how minute it may seem do not take anything for granite. Be suspicious and inquisitive, but do not touch or attempt to move anything unusual. Alert a supervisor and keep the area secure from curious persons until a determination can be made as to the seriousness of the situation.

## RESPONDING TO A BOMB THREAT

Should a bomb threat be determined to be genuine, the dispatch person on duty will be responsible for announcing on the intercom system ---CODE RED !!! and call 911 alerting the authorities that a suspected bomb has been located on the property.

At that point all on site personnel will immediately evacuate the building and proceed in an orderly fashion to the general assembly area located in front of the CTA concrete marker located on DeBuys road. There the appointed fire warden will take a quick roll call just as in a fire situation. Once that has been accomplished the group will form a single line and proceed in a single file North on DeBuys road to Jefferson Davis Campus parking area.

## EMPLOYEE SAFETY IN THE EVENT OF EVACUATION

As the single line proceeds toward the Jefferson Davis Campus parking lot three persons will be identified to provide personal safety and traffic control. One to be posted at the head of the column, one to be posted at the center of the column and one

at the end of the column. The purpose being to provide order and control motor vehicle traffic oncoming and approaching from the rear.

These designated persons will be issued a red safety vest and a red flashlight to insure that motor vehicle traffic is alerted to the presence of pedestrians on the road. This is a very important appointment by preventing injury to personnel. The red vests and red tipped safety flashlights will be kept in a secured area in the dispatch office. When the code red announcement is given the dispatcher on duty will be responsible for bringing the emergency equipment to the assembly area and issuing the safety gear to the appointed persons. He/she will also designate positioning of the road safety personnel.

## COMMUNICATIONS

The dispatchers on duty will be responsible for bring the portable radio and contacting all on route operators to inform them not to return to base until further notice. This notification of operators should be accomplished with an accurate list of the routes and buses that are on the road.

## PROCEDURES FOR RECEIVING A BOMB THREAT

First and most importantly, TAKE ALL BOMB THREATS SERIOUSLY. Do not assume that it is a prank call.

When the call comes in you must remain calm and collected. Utilize the following checklist and question the caller. Some have been known to not only tell where the bomb is located but also what it looks like and in some rare instances provide their name. You must avoid yelling out "BOMB THREAT". This can cause panic and create a very dangerous situation in the work place. Again, be in control of the situation and follow your bomb threat checklist.

Once the list has been completed immediately and calmly alert your supervisor or Department Director that a bomb threat has been received. He/She will evaluate the incident and determine the next course of action. Give him/her your bomb threat checklist, it will be a valuable tool for responding authorities.

Your reaction to the caller may make the difference between his/her success or failure to terrorize our company. Real or not real, the intended purpose is to create fear and chaos at CTA. We must all be mentally prepared for the times to come.

## SEARCHING FOR THE BOMB

A search conducted by a trained team is the most productive, therefore CTA will leave searching for the bomb to trained professionals.

## SUSPICIOUS OBJECT LOCATED

When a suspicious object is discovered, the following procedures are recommended:

1. Report the location and accurate description of the object to the dispatch office. This information should be immediately relayed to the Executive Director or in his/her absence to a Department Director.
2. The Executive Director or Department Director will make the decision to notify the Police Department or not.
3. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to professionals.
4. The Executive Director or Department Director will make the decision to evacuate the building or not. If the decision is made to evacuate, dispatch will be responsible for announcing "Code Red" as covered earlier in this procedure plan.
5. When evacuating check to see that all doors and windows are open to minimize primary damage and fragmentation.
6. Do not allow re-entry onto the building until the building has been declared safe for re-entry.
7. In the event that there are no Directors available to report the incident to then it will be reported to any CTA Supervisor and the Supervisor will act in the place of a Director. Dispatch will attempt to notify the Executive Director or any Department Director at home.
8. The safety of all CTA personnel is always the first priority.

## HANDLING OF THE NEWS MEDIA

It is of paramount importance that all inquiries from the news media be directed to the Executive Director or one of the Department Directors. No other employee is to answer any questions presented by the news media or any other person, with the exception of law enforcement personnel.

### CTA BOMB THREAT CALLER CHECK LIST

Exact time of call: \_\_\_\_\_ AM/PM, Date of call: \_\_\_\_\_, Your name: \_\_\_\_\_

### QUESTIONS TO ASK CALLER

1. When will the bomb explode \_\_\_\_\_
2. Where is the bomb located \_\_\_\_\_
3. What does it look like \_\_\_\_\_
4. What kind of bomb is it \_\_\_\_\_
5. What will cause it to explode \_\_\_\_\_
6. Did "you" place the bomb \_\_\_\_\_
7. Why \_\_\_\_\_
8. Where are you calling from \_\_\_\_\_
9. What is your Name and address \_\_\_\_\_

Is the voice familiar, whom does it sound like \_\_\_\_\_?

Is the callers voice (circle the appropriate responses)

Calm	Slow	Crying	Slurred
Stutter	Deep	Loud	Rapid
Giggling	An accent	Angry	Normal
Stressed	Naisly	Lisp	Excited

Disguised

Sincere

Squeaky

Broken

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Background Noises: \_\_\_\_\_

\_\_\_\_\_